

SCOTTSDALE PUBLIC LIBRARY ADVISORY BOARD
MEETING MINUTES
Civic Center Library Board Room
September 21, 2005

Members Present: Linda Tardie, Vice Chair
Nancy Walker, Secretary
David Berry
Judith Lewis
Camille Schmidt

Others Present: Rita Hamilton, Library Director
Carol Damaso, Public Services Manager
Mary Johnson, Library Operations Manager
Kathy Coster, Manager for Innovation
Mary Warner, Administrative Secretary (Minutes)

CALL TO ORDER

Mrs. Tardie called the meeting to order at 3:32 p.m.

APPROVAL OF MINUTES

Mrs. Tardie asked for a motion to approve the minutes of the June 15, 2005 meeting. Ms. Schmidt so moved; Mrs. Lewis seconded, and the motion carried 5-0.

LIBRARY STAFF REPORTS OF CURRENT EVENTS (A.R.S. 38-431.02 (K))

Statistical Report – Rita Hamilton

Monthly Statistical Review

	<u>August 2004</u>	<u>August 2005</u>	<u>% Change</u>
Items Circulated	181,747	186,611	+2.7 %
YTD Circulation	356,634	386,035	+8.2 %
Attendance	123,075	110,237	-10.4%
YTD Attendance	234,495	209,495	-10.7%

The Gift & Memorial Trust Account received \$4,190.00 for the month; expenses were \$21,427.22. In the Library Book Sale Special Revenue Account, August income from sales was \$16,650.00 and expenditures were \$5,223.93.

In June 2005, volunteers donated 2,669 hours to the Library, and 36,810 customers used the Library's public computers.

Mr. Berry noted that the July 2005 Special Revenue Account *Prior Month Balance* was not an accurate carryover from the June report. Ms. Hamilton said it would be corrected and reissued.

Library Director's Report – Rita Hamilton

Ms. Hamilton announced the appointment of two new Library Advisory Board members, Karen Quinn and Denise Dowers, by the City Council at their last meeting. Their appointments are effective October 1, 2005 through September 30, 2008.

Ms. Hamilton distributed copies of letters she had sent to former board members R. Jerry Hargitt and Judith Crider whose terms on the board expired September 1, 2005. The letters extended thanks on behalf of the Scottsdale Public Library for their service on the Library Advisory Board and explained that in their honor, the Library purchased nonfiction books for the collection and dedicated the books in their names.

Ms. Hamilton distributed copies of the Friends of the Scottsdale Public Library board roster and explained that the Friends' board identified three goals at their annual board retreat: increasing membership, supporting the library's Strategic Plan, and fundraising. She invited Library Board members to attend the Friends' annual Spirit of Literacy Breakfast and Friends' Preview Night at the Mustang Annual Book Sale.

Ms. Hamilton said that the Scottsdale Public Library System is participating in the Hurricane Katrina relief efforts by adopting an affected library in Louisiana through the American Library Association. When they have been assigned a library, they will sponsor a book drive to gather new and gently used books and library materials of all kinds to send to the affected library.

Ms. Hamilton distributed the October/November Library Events Calendar and pointed out the *Arizona in the Great Depression* photo exhibit at Civic Center Library October 26 through November 30 and the *Honor Our Veterans* exhibit at Civic Center Library from October 24 through November 19. It will feature discussion programs with Veterans sharing their stories from World War II through the war in Iraq, as well as a film series at Mustang and Civic Center Libraries.

Ms. Hamilton said the libraries are partnering with Scottsdale Healthcare to present *Ask The Expert*, a weekly health education series of lectures, which will provide an opportunity for participants to speak with healthcare professionals.

How'd We Do? Customer Feedback Report – Rita Hamilton

Ms. Hamilton discussed comments that appeared in the July and August 2005 *How'd We Do?* Reports.

Library Services Highlight: Sandra Day O'Connor Author Talk – Mary Johnson

Ms. Hamilton introduced Mary Johnson, who coordinated Justice O'Connor's visit at the Civic Center Library on September 18. Mrs. Johnson said that Justice O'Connor agreed

to present the nationwide launch of her third book, *Chico*, about her childhood growing up on an Arizona ranch with her favorite horse, at the Scottsdale Public Library. Ms. Johnson said Justice O'Connor is a most gracious lady who engaged the audience for 45 minutes and signed 400 copies of her book which were for sale onsite as a courtesy by the Friends of the Scottsdale Public Library.

Mrs. Johnson said the press covered the event and it will be broadcast on C-SPAN September 25 at 1 p.m. and 7 p.m., and on Scottsdale's CityCable 11 every Sunday in October at 2, 6, and 9 p.m.

ITEMS REQUIRING BOARD ACTION

Expenditures

September 2005

Adult Programming--year long	\$	2,400
Veteran's Day Exhibit and programming	\$	400
Library Marketing--ongoing	\$	4,000
Volunteers –		
Book Corral Merchandise (FY05/06)	\$	4,000
Volunteers –		
Hearts & Flowers Volunteer		
Appreciation Luncheon (annual)	\$	8,000
Teen Read Week	\$	750
SAT Workshops & Practice Test	\$	100
Book Buddies--annual	\$	11,500
Civic Center Library - Sound Podiums	\$	1,300
	\$	32,450

After discussion, Mrs. Tardie asked for a motion to approve the September 2005 proposed expenditures. Mrs. Lewis so moved; Mrs. Walker seconded, and the motion carried 5-0.

Library Policies – Rita Hamilton

Ms. Hamilton explained the following policies and Mrs. Tardie called for a vote on each:

Free Speech Activity Policy – A new policy addressing the right of way in front of the library entrances. Ms. Schmidt moved to accept the policy; Mr. Berry seconded, and the motion carried 5-0.

Loan Guidelines Policy - Revised Procedure #1, regarding notices sent by email or US mail. Mr. Berry moved to accept the revised policy; Mrs. Lewis seconded, and the motion carried 5-0.

Youth Information Services Policy - A new policy highlighting services provided for teens and children. Ms. Schmidt moved to accept the policy; Mrs. Walker seconded, and the motion carried 5-0.

Library Cards for the Homeless Policy - Regulation #4 was revised to be consistent with the Library Card Policy's Regulation #4, and with the addition of the words "as available" regarding providing an address. Ms. Schmidt moved to accept the policy; Mr. Berry seconded, and the motion carried 5-0.

INFORMATIONAL ITEMS

Announcements/Issues for Future Discussion

Appointment of Nominating Committee -

Mrs. Tardie asked for two board members to volunteer as a Nominating Committee for the purpose of bringing forth nominees for Board Chairman at the October meeting, due to immediate past chairman R. Jerry Hargitt's rotation off the board. Mrs. Walker and Mrs. Lewis volunteered to be the Nominating Committee and will present the names of candidates for a vote at the October meeting. At that time, the newly elected chairman will immediately assume the duties of that role. The term will end in December, when a new slate of officers will be voted into office for 2006.

ADJOURNMENT

There being no further business, Mrs. Tardie adjourned the September 2005 Library Advisory Board meeting at 4:42 p.m.